



**Are you looking for your next
Career Challenge?**

Development Officer

If you are looking for a unique balance of growth, opportunity and a progressive work environment we have it here at the Municipal District of Willow Creek.

The Municipal District of Willow Creek is becoming increasingly popular as a location for new residential, agricultural, commercial and industrial growth and if you meet the following requirements, we want to hear from you!

Position Summary:

Reporting to the Director of Planning and Development, the Development Officer will work collaboratively with both the general public and development staff in the management of the municipality's land use bylaw including: service delivery to citizens of development inquiries, issuance of permits, preparation of Development Authority discretionary use applications, tracking of Safety Code applications and ensuring compliance with required specifications and all applicable legislation including Intermunicipal Development Plans, Area Structure Plans and Land Use Bylaws.

The successful candidate will have the professional skill and acumen to develop and maintain positive working relationships with municipal citizens, municipal staff and external service providers including the Oldman River Regional Service Commission (ORRSC) and other levels of government.

Key Responsibilities:

- Develops and maintains a working knowledge of the relevant legislation and regulations in regards to Development & Infrastructure including; the Municipal Government Act, the Subdivision and Development Regulations, the Municipal Development Plan, the Land Use Bylaw, as well as other plans and planning studies applicable to the Municipality.
- Processes applications for development permits, business licenses, encroachment agreements, and compliance certificates, along with local and provincial agency referrals, to ensure compliance with all related bylaws and policies.
- Participates in the development and revision of statutory documents, plans, bylaws, policies, and agreements relative to planning and development to ensure the Municipality is meeting its current needs regarding planning, development and permitting.
- Provides assistance and information through collaboration with the public and agencies to ensure development requirements and processes are known.
- Prepares notice of decisions for all permit applications and advertisements as required.
- Reviews and provides recommendations on legal land matters including but not limited to encroachments, transfers and title instruments.
- Ensures follow-up is completed to ensure development permit conditions are met and liaises with in-house and contracted Safety Codes Officers as well as other provincial agencies and authorities to gather appropriate documentation.
- Follows the necessary enforcement steps for all development issues in order to comply with the Land Use Bylaw including site inspections, violation review, and follow-up communication.
- Enters and maintains all required records including development permits, business licenses, compliance certificates, and encroachment agreements.
- Completes research for development inquiries requiring detailed information to respond with findings and prepare follow-up response and report to the Director of Planning and Development.

Requirements:

- A Diploma in Planning and Urban Development, Certificate in Alberta Land Use Planning, equivalent post-secondary Education or a combination of education and experience is preferred.
- Three to five years' experience in community planning in a municipal environment with a demonstrated knowledge of community planning practices, principles and procedures, land use planning legislation, land use planning preparation, public participation processes and public consultation is preferred.
- Knowledge of reading maps and GIS software.
- Knowledge of Microsoft Office.
- Excellent, demonstrated written and verbal communication skills.
- The ability to work independently, cooperatively and productively in a team environment.
- A commitment to continuous improvement and excellent customer service.
- Valid Class "5" Driver's License required. Drivers Abstract must be provided.
- Training and mentoring will be provided by supervisory staff.
- This is a full-time position.
- Salary is based on experience.

This is a permanent full-time position, salary commensurate with experience.

We Offer:

- An exciting opportunity to work in a team-based, supportive environment.
- A fulfilling and challenging position.
- Ongoing opportunities for personal and professional development.
- Comprehensive benefit plan, including pension.
- Positive working environment.
- Competitive compensation.

Only **e-mail** resumes will be accepted. All resumes must include three professional references. Please forward your resume in care of:

Municipal District of Willow Creek No. 26
Cindy Chisholm – Director of Planning and Development
c/o Development Officer Position
Email: HR@mdwillowcreek.com

Resumes will be accepted until a suitable candidate is found. We thank all applicants; however, only those invited for an interview will be personally contacted.

www.mdwillowcreek.com - Check out our community and our lifestyle.